

**Management System:** Safeguards and Security

**Subject Area:** Personnel Security

## **Procedure: Maintaining Security Awareness**

**Issue Date:**  
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**Lead Subject Matter Expert:**  
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### **1.0 Applicability**

This procedure is utilized primarily by those security and other personnel responsible for developing and delivering various types of security awareness briefings. To the extent that all personnel are required to complete an initial security awareness briefing, the procedure has applicability to all EMCBC Federal and contractor personnel.

### **2.0 Required Procedure**

Of the following steps, numbers 1 thru 3 pertain to Initial Briefings. Steps 4 and 5 pertain to Comprehensive Briefings. Steps 6 and 7 are concerned with Refresher Briefings, and Steps 8 and 9 refer to Security Termination Briefings.

<b>Step 1</b>	The security specialist develops an Initial Briefing and provides the briefing to all new EMCBC Federal and contractor personnel who are issued a local security badge with photograph or an HSPD-12 credential.
<b>Step 2</b>	The briefed individual completes a signed acknowledgement form which documents completion of the briefing.
<b>Step 3</b>	The security specialist maintains the signed acknowledgement forms.
<b>Step 4</b>	The security specialist develops a Comprehensive Briefing and provides the briefing to employees upon their receipt of access authorization/clearance. The employee completes the briefing and executes an <a href="#">SF-312, Classified Information Nondisclosure Agreement</a> .
<b>Step 5</b>	The security specialist maintains the SF-312 forms.
<b>Step 6</b>	The security specialist develops a Refresher Briefing and provides the briefing to all EMCBC employees and contractors who hold an access authorization. The briefed employee completes an acknowledgement form to document completion of the briefing.
<b>Step 7</b>	The security specialist maintains the completed acknowledgement forms.
<b>Step 8</b>	The security specialist provides a Termination Briefing when an individual's access authorization/security clearance is being terminated. After completing

	the briefing, the individual completes <a href="#">DOE F 5631.29, Security Termination Statement</a> .
<b>Step 9</b>	The security specialist submits the completed Security Termination Statement to the Cognizant Personnel Security Office to complete termination of the access authorization/security clearance.
<b>Step 10</b>	A copy of the termination of security is submitted to the Office of Human Resources Drug Program Coordinator to ensure the employee's name is removed from the random drug testing list.

### 3.0 References

- [DOE O 470.4B](#)

### 4. Records Generated

The records table identifies those records generated during the work process described in any controlled document/procedure that shall be maintained to document activities or preserve historically valuable information after the work process is completed.

In accordance with IP-414-04, Quality Assurance Procedure, a determination needs to be made if these records are to be classified as quality assurance records. If it is deemed that these are quality assurance records, further classification of “lifetime” or “non-permanent” shall be made.

Records generated through implementation of this procedure are identified as follows, and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>QA Classification (Lifetime, Non-Permanent or N/A)</b>
ADM-18-21-B	Security Clearance/Access Authorization Administrative Subject Files	Office of Technical Support & Asset Management	NA
ADM 18-25-B	Classified Information Nondisclosure Agreements	Office of Technical Support & Asset Management	NA